FUNDED REQUISITIONS FOR DELIVERY ORDER MODIFICATIONS

Before You Begin

EAS can process several types of Modifications to procurement actions. They fall into three major categories, which are either unilateral of bilateral in nature:

Administrative — Unilateral, generally no-cost changes (Examples: Vendor (bidder) changes of address, changes in appropriation data, changes in Contracting Officer/Contracting Officer's Representative, etc.)

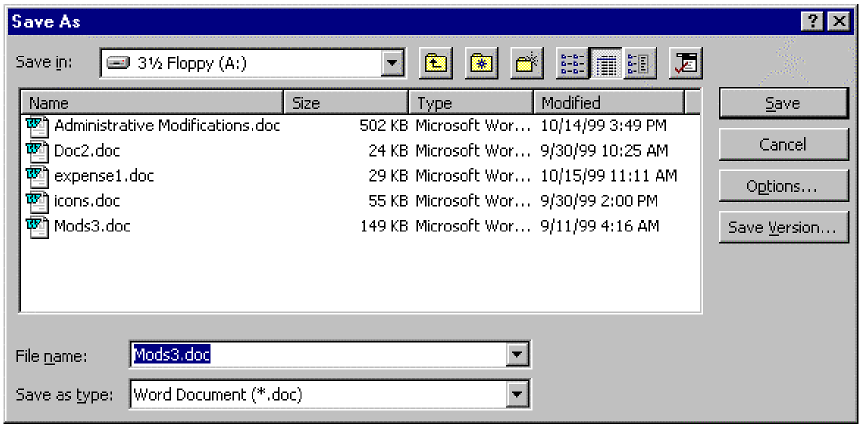
Change Orders — Unilateral changes (Examples: Direct changes)

Supplemental Agreements — Bilateral changes (Examples: Adjustments in cost, increases/decreases in scope; time extensions; Novation Agreements, etc.)

Other types of Modifications exist in addition to the above three: Options, claims, disputes, terminations, and other changes made under specific contract clauses. Each Modification type requires a variation in the procurement process. This chapter explains how to prepare a Requisition for a Delivery Order Modification.

Strong Recommendation: *Before creating a Modification in EAS, you will find it helpful to first create your description (SF 30, Block 14) in Microsoft Word. When you are satisfied with your description, save it to the designated EAS network drive (NOT your C:\ or D:\ drive) and directory. Give it a unique file name of eight characters or less. Be sure to change the "Save As" type to "Rich Text Format (*.rtf)." Click the "Save" button to save your work.*

Microsoft Word Save As Screen



Note: *Regions using Windows NT 3.51 need to use another process for creating a description. The 16-bit file management dialogue box that appears during the "Save" process will have to be altered at the regional level.*

Close Microsoft Word. If prompted, click *"Yes"* to save your changes. If necessary, confirm the file type by clicking "Rich Text Format." You are now ready to begin working in EAS.

Creating a Requisition for a Delivery Order Modification

Prerequisite: A valid Award must already exist in EAS. Also, a Purchase Request containing the administrative information and Line Items to be incorporated into the Modification must be present on your *Contracting Worksheet.*

You will follow this procedure if you wish to create a requisition for a Delivery Order Modification (i.e., add hours of service, extend the duration of an order, expand the scope of an order, etc.).

At the EAS desktop, click on the *"Worksheets"* icon or from the desktop menu option, select *"Worksheets"* then *"Customer"* subsystem.

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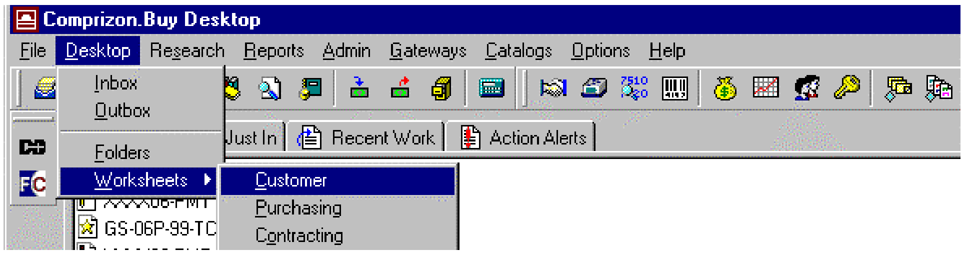
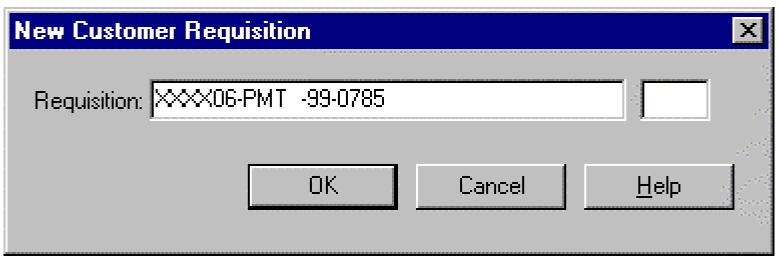


Highlight and click on *"Customer"* and then *"OK"*. The Customer Worksheet will appear.

Click the *"New"* button and wait. A *New Customer Requisition Dialogue Box* will appear, suggesting a Requisition number.

New Customer Requisition Dialogue Box

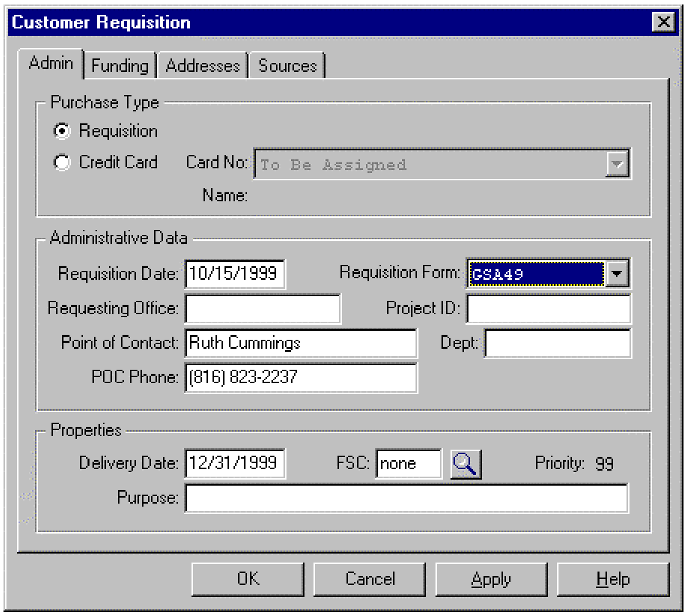


Click *"OK"* to accept the number suggested by EAS, or enter another number (from your office log, etc.). The *Customer Requisition Tab Control Screen* will appear, with the *Admin Screen* defaulting.

Requisition Administration

Customer Requisition Tab Control Screen

Admin Screen



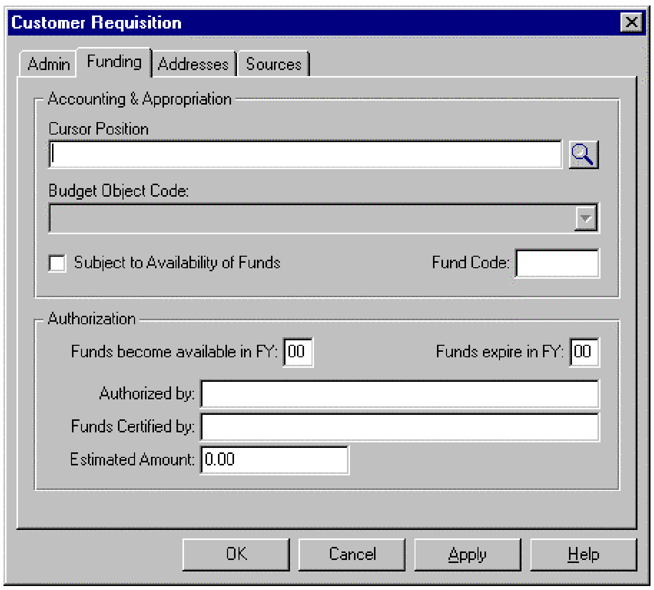
Enter data as indicated below. Remember to TAB from field to field so that the information will be entered into EAS.

Purchase Type:	The "Requisition" radio button defaults. Do not change.
Administrative Data	
Requisition Date:	The date the Requisition originated, usually today's date. (This date moves forward to Block 4 of *GSA 49*.)
Requisition Form:	Choose *GSA 49* from drop-down arrow.
Requesting Office:	Enter correspondence symbol of the requesting office. (This number moves forward to Block 7 of *GSA 49*.)
Project ID:	Enter eight-digit project ID number, or leave blank if N/A.
Point of Contact:	Name of requester. (This name moves forward to Block 21a of *GSA 49*.)
Department:	Leave blank.
POC Phone:	Phone number, including area code, of requester
Properties	

Delivery Date:	The LAST day of the current contract period for services or the completion date for construction. If the Modification will extend the delivery date, enter the new revised completion date here.
FSC:	Enter the applicable SIC code
Priority:	Leave as 99.
Purpose:	Brief description of the reason for the Requisition.

When you have finished, click on the "Funding" tab at the top of the screen, and the *Funding Screen* will come forward.

Funding Screen



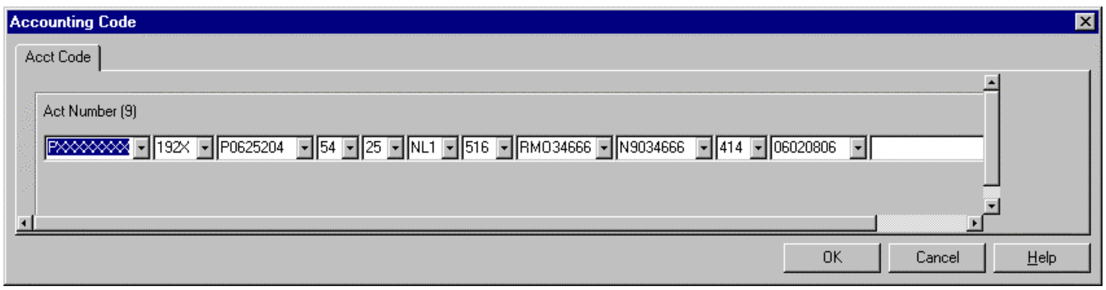
Enter data as indicated below. Remember to <TAB> from field to field so that the information will be entered into EAS.

Accounting and Appropriation:	Enter the accounting data for the Modification. If more than one MDL, only one may be entered here. Others will be entered in the Line Item area.
Budget Object Code:	Leave blank.
Subject to availability of funds:	Check only if the Requisition has been created despite considerable doubt that sufficient funding exists for its Award.
Fund Code:	Leave blank.
Funds become available in FY:	Enter the FY that funds become available (the year containing the "Notice to Proceed" order).
Funds expire in FY:	Enter the FY that funds expire.
Authorized by:	Enter the approving official or "Requisition Manager." (This

	name moves forward to Block 23a of *GSA 49*.)
Funds Certified by:	Enter the name of the certifying official for the funds (This name moves forward to Block 20a of *GSA 49*.)
Estimated Amount:	Enter IGE for the Delivery Order Modification

To modify the code from this screen, double click on the "Account Code" and the *Accounting Code Data Entry Screen* will appear.

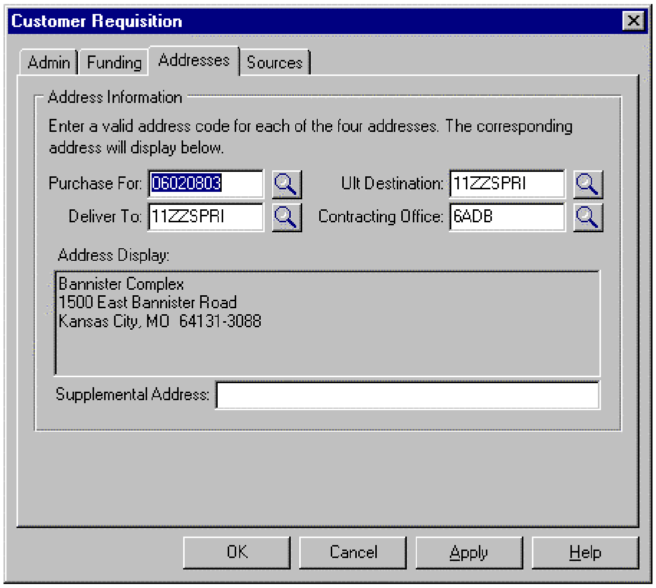
Accounting Code Data Entry Screen



NOTE: If portions of the above accounting classification codes are not needed, blank spaces must be left in their place by pressing the space bar the correct number of spaces

When you have finished, click on the "Addresses" tab at the top of the screen, and the *Addresses Screen* will come forward.

Addresses Screen

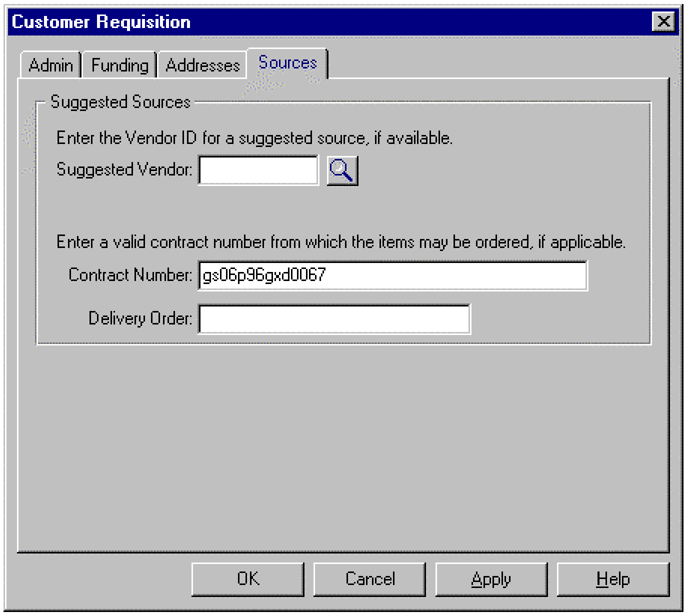


Enter data as indicated below. Remember to <TAB> from field to field so that the information will be entered into EAS.

Purchase for:	Enter the correspondence symbol of either the requesting or receiving office.
Deliver to:	Enter the building number or office symbol where the services/construction will take place.
Ultimate Destination:	Leave blank
Contracting Office:	Enter the correspondence symbol of the contracting office that will issue the Modification.
Address Display:	Do not change (for display purposes only).
Supplemental Address:	Leave blank.

When you have finished, click on the "Sources" tab at the top of the screen, and the *Sources Screen* will come forward.

Sources Screen



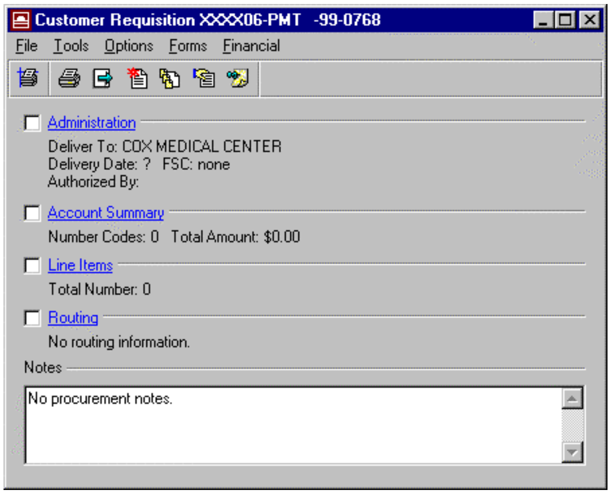
Enter data as indicated below. Remember to <TAB> from field to field so that the information will be entered into EAS.

Suggested Vendor:	Leave blank.
Contract Number:	Enter the number of the base contract, WITHOUT dashes.

You have now completed all applicable areas of the *Customer Requisition Tab Control Screen.* Click *"OK"* to save your work and continue. EAS returns you to the *Customer Requisition Summary Screen.*

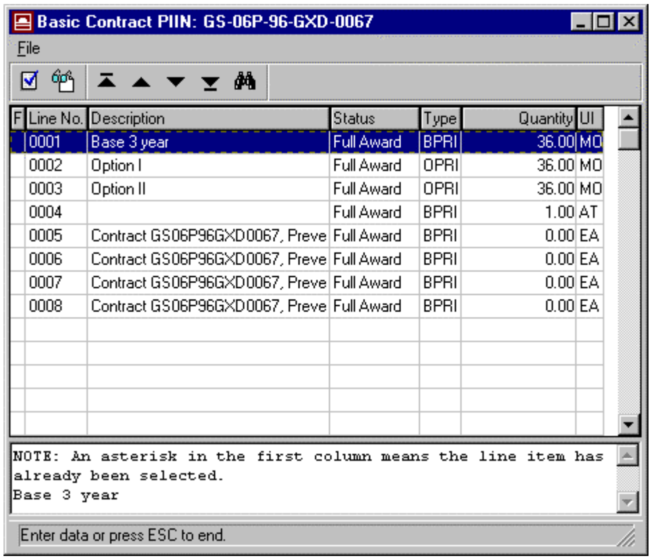
Line Item Management

Customer Requisition Summary Screen



EAS does not permit the addition of new Line Item(s) "from scratch" when modifying a delivery order. To add Line Items to your requisition, you must select them from the base contract, and then change the quantity, unit, cost, description, etc.) to meet your needs. The detailed procedure is outlined as follows. Click the Line Items hypertext link and the *Requisition Line Item Worksheet* will appear.

Requisition Line Item Worksheet

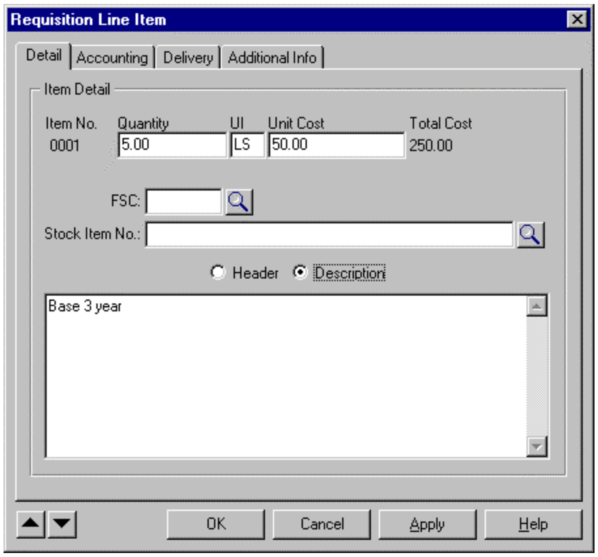


Click the *"New"* button. A worksheet containing all Line Items on the base contract will appear. When you click on any Line Item, it is highlighted. The *Requisition Line Item Tab Control Screen* will appear, with the *Detail Screen* defaulting. Click the *"Select"* button. Note that an asterisk appears to the left of a Line Item when it has been selected. To select multiple line items, hold down the <CTRL> key and click on each one, selecting as many as are required by your requisition.

When a sufficient number have been selected, close the screen and you will be returned to the *Requisition Line Item Management Screen,* now displaying the Line Items you have chosen. Click on the first highlighted Line Item and then on the *"Open"* button. The *Requisition Line Item Tab Control Screen* will appear, with the *Detail Screen* defaulting.

Requisition Line Item Tab Control Screen

Detail Screen

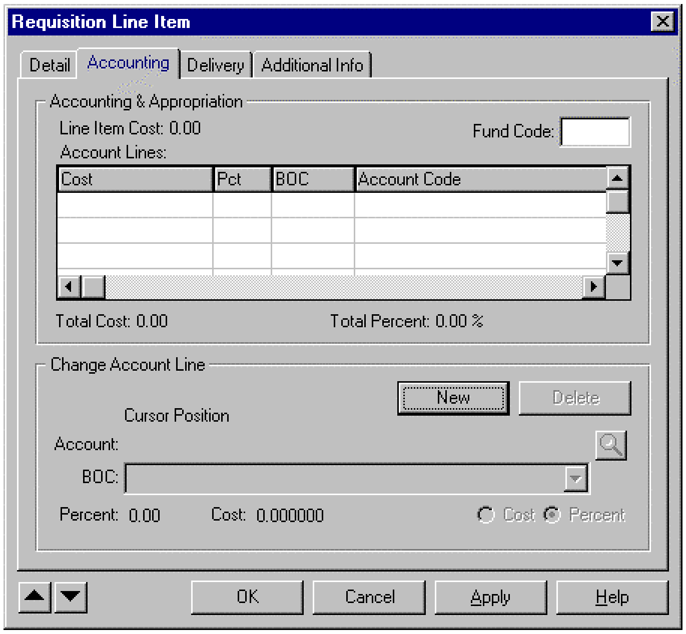


Enter data as indicated below, remembering to <TAB> from field to field so that the information will be entered into EAS.

Quantity:	Enter the applicable quantity.
UI (Unit of Issue):	Enter the appropriate unit of issue (i.e., EA for each, LS for Lump Sum, etc.).
Unit Cost:	Enter the applicable unit cost.
FSC:	Enter the SIC code applicable to this L.I.
Stock Item No.:	Leave blank.
Header/Description:	Leave in "Description."
Description:	Type the Supplemental Agreement/Line Item description in the large rectangle.

When you have finished, click on the "Accounting" tab at the top of the screen, and the Accounting Screen will come forward.

Accounting Screen



Enter data as indicated below, remembering to <TAB> from field to field so that the information will be entered into EAS.

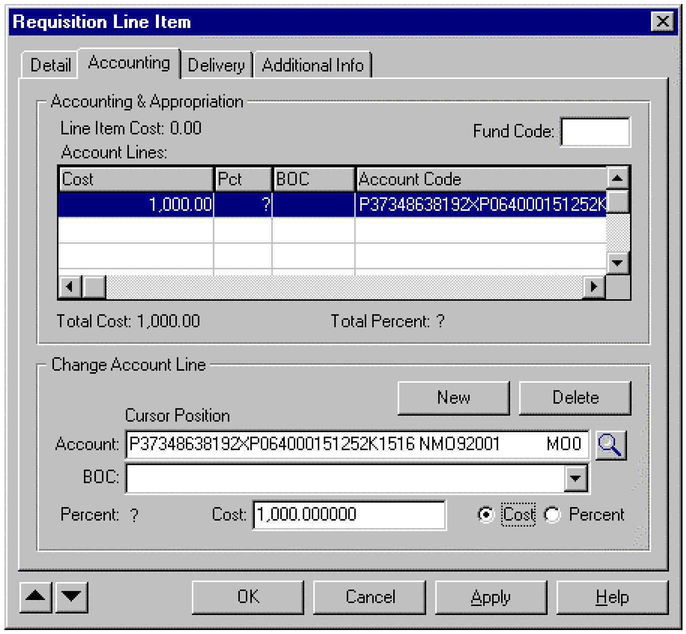
Fund Code:	Leave blank.
Attaching MDL Data to Requisition Line Items:	If the Line Item you selected from the base contract was funded, MDL(s) will appear in the account lines rectangle. These must be deleted before funding specific to the delivery order can be applied. See below for instructions for deleting the MDLs.
Deleting Existing MDL Data:	Click the first MDL in the Account Lines rectangle. (It will be highlighted.) Click the "Delete" button near the center of your screen. The MDL will disappear. Repeat this process until all have been deleted.

You are now ready to create new MDLs corresponding to funding on the delivery order.

Click the *"New"* button near the center of your screen. The Accounting data you previously entered on the *Funding Screen* of the *Customer Requisition Tab Control Screen* will appear in the rectangle above, as well as in the "Account" field below.

Click on the *"Cost"* radio button near the bottom of the screen. When a rectangle appears to the right of "Cost", click on it, and then enter the amount associated with this line of accounting data (MDL).

Accounting Screen



Important: *Remember to press the <TAB> key so that EAS will accept the amount you entered.*

If there is more than one MDL associated with the Modification Line Item, click the *"New"* button again. Another line of accounting data will appear in the large rectangle above. This data will also appear in the "Account" field on the lower half of the screen. Click in the *"Account"* field, and change the data to correspond to the second MDL. Click on the *"Cost"* radio button, and enter the amount of this MDL in the rectangle to the right of *"Cost"*.

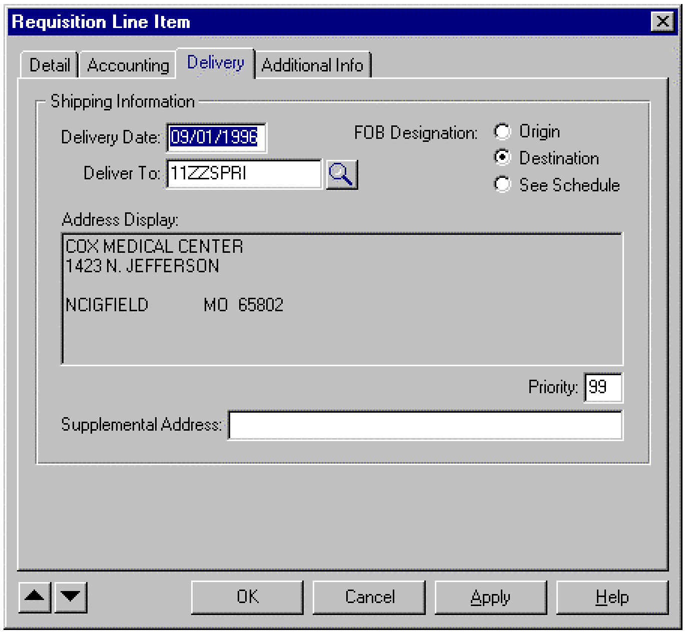
Note: *The total amount of the Line Items appears next to the "Line Item Cost" at the top of the screen in case you need to reference it.*

Press the <TAB> key. To add additional MDLs, repeat the process described above as many times as necessary, making sure you press to <TAB> as you finish entering the cost of each MDL.

When you are finished adding the MDLs, if you have entered everything correctly, the Total Cost (below the large rectangle) should equal the Line Item Cost (above the rectangle).

When you have finished, click on the "Delivery" tab at the top of the screen, and the Delivery Screen will come forward.

Delivery Screen

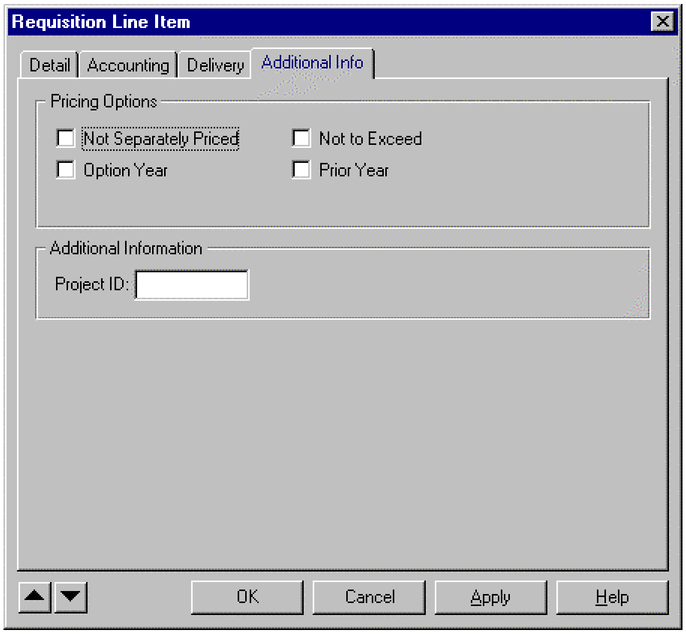


Enter/change data as needed to correspond to how Line Item(s) should appear on *GSA 49*. Again, remember to <tab> from field to field so that the information will be entered into EAS.

Delivery Date:	The LAST day of the current contract period for services or the completion date for construction. EAS pulls this information from *Admin Screen* of the *Customer Requisition Tab Control Screen.*
Deliver To:	Enter the building number or the office symbol where the services or construction will take place. EAS pulls this information from *Addresses Screen* of the *Customer Requisition Tab Control Screen.*
FOB Designation:	Defaults to "Destination." Do not change.
Address Display:	Do not change (for display purposes only).
Priority:	Leave as 99.
Supplemental Address:	Leave blank.

When you have finished, click on the "Additional Info" tab at the top of the screen, and the *Additional Info Screen* will come forward.

Additional Info Screen



Enter data as indicated below, remembering to <tab> from field to field so that the information will be entered into EAS.

Pricing Options:	Ignore these boxes.
Project ID:	Enter the eight-digit GSA Project Number, if applicable. Otherwise, leave blank.

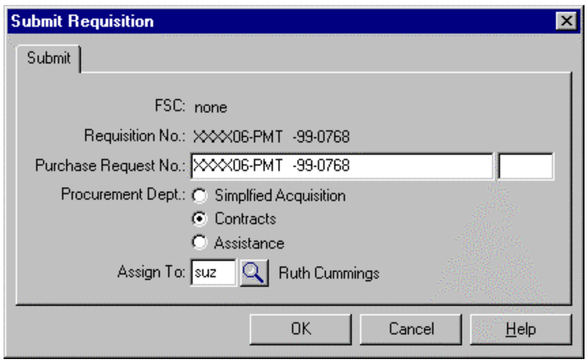
You have now adjusted all the applicable areas for this Requisition Line Item. Click *"OK"* to save it and proceed. EAS returns you to the *Requisition Line Item Management Browser.*

If additional Line Items will appear on the requisition/delivery order modification, click on the next Line Item brought over from the base contract. Click on the *"Open"* button, and make any adjustments by repeating the process above. When you are satisfied that all the Line Items have been changed to your satisfaction, click the *"Close"* button, and EAS will return you to the *Requisition Summary Screen.*

Submitting the Requisition to Procurement

To submit your Requisition to procurement, choose *"Tools"* and then *"Submit"* from the *Requisition Summary Screen*. The *Submit Requisition Screen* will appear.

Submit Requisition Screen

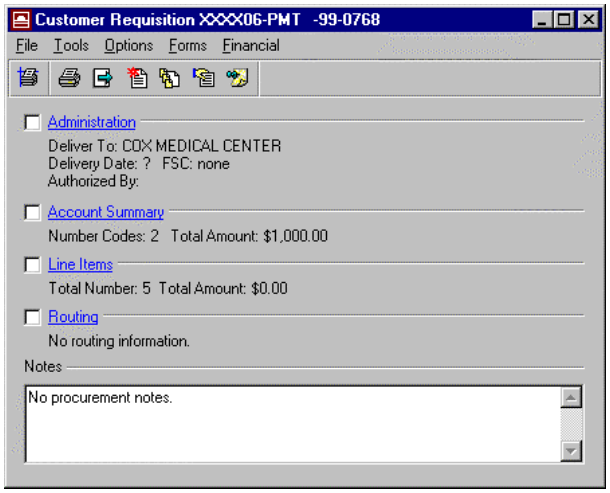


Enter data as indicated below, remembering to <TAB> from field to field so that the information will be entered into EAS.

Purchase Request No.:	EAS suggests using the Requisition number as the Purchase Request number. Change if desired.
Procurement Dept:	Click the "Contracts" radio button.
Assign to:	Enter the name (or code) of the contract specialist who will be handling the Modification.

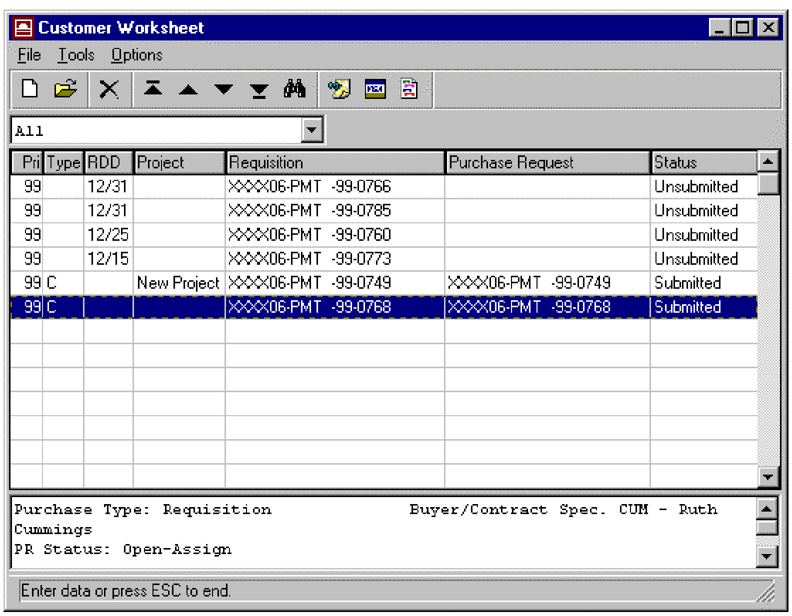
Click *"OK"* to submit the Requisition to procurement. EAS will then return you to the *Customer Requisition Summary Screen.*

Customer Requisition Summary Screen



Click *"Close,"* and EAS returns you to the *Customer Worksheet*. Note that newly created requisitions are now displayed with the status "Submitted."

Customer Worksheet



Click *"Close"* again to return to the desktop. You are now ready to create the Modification based on the requisition you just created.